

COAST GUARD INVESTIGATIVE SERVICE

*Please do not attempt to seek a release from rate by contacting your rated Assignment Officer.
That evolution is handled by the Special Assignment Officer as needed.*

Job Description

Special agents are operation specialists in criminal investigations, protective services operations, operational intelligence collection, and technical specialists in the use of related law enforcement and operational intelligence collection equipment. Agents conduct criminal investigation, protective service operations, and operational intelligence collection; process crime scenes; collect process, and preserve physical evidence; serve as subject matter experts regarding violations of the UCMJ and Federal statutes applicable to the U.S. Coast Guard; testify in civilian and military court; prepare, submit, and maintain criminal investigative and operation intelligence reports; and prepare, maintain, and submit personnel and operation records and accounts.

Special Operations Requirements

All CGIS Special Agents are subject TDY at the discretion of the Regional SAC and/or CGIS HQ to meet the needs of the Service, without exception. CGIS Selectees must be prepared for potential extended TDY periods and/or extensive world-wide travel or assignments in response to Coast Guard pulse or surge operations, critical response operations, or highly visible or complex Protective Service Operations.

Minimum Qualifications

- **Shall** be Tour Complete in Assignment Year 2009. **Not waivable.**
- **Must** meet the Special Assignments criteria outlined in the PERSMAN Arts. 4.E.2.A and PERSMAN Art. 4.E.9. There are formal Changes to the PERSMAN pending release that will be used for AY09. Changes to the PERSMAN criteria is as follows:
 1. **Rank. Clarification. Not waivable. MUST** be an E-6 or E-7 (not above cut for E-8) on the date of application.
 2. **Sea Duty Requirement. Removed.** Those members with sea time are free to state in their memo: I have XX amount of sea time as a Petty Officer/Non-rate onboard XX cutter or through TACLET duty.
 3. **College Requirements. Clarification.** The basic requirement is a minimum of 30 “traditional” credit hours at an “accredited institution.” Credit hours attained through CG correspondence courses and/or resident courses is not an acceptable substitute. Please attach your College Transcript(s) to your application showing grades and area(s) of study. **Waivers for AY09 will be considered on a case-by-case basis as long as you have a minimum of three (03) “traditional” college courses.** Please be advised the following are NOT acceptable substitutions:
 - a. Transcripts from the CG Institute;
 - b. Transcripts from colleges without Grades; and
 - c. DANTES and CLEPs.

4. **Age Requirement: Not Waiverable:** Applicants cannot have reached the age of 40 prior to attending FLETC in 2009. This aligns the CG program with other agency requirements.
5. **Normal Color Vision and Hearing Requirement. Not Waiverable.** This aligns members to continue on the natural path of CWO (INV).
6. **Applicants may not have any prior felony convictions. Not Waiverable.**
7. **Terminal Eligibility Date. Clarification. Not Waiverable.** The Terminal Eligibility date “before selection for training” will be changed to read “by the convening date of the board.”
8. **AFQT/ASVAB Scores: Removed**

Additional Notes:

1. A Special Agent applicant must demonstrate the highest moral and ethical standards, financial responsibility, embody the Coast Guard core values, exhibit exemplary grooming and fitness, as well as maturity, even temperament and outstanding judgment. ***Personnel should have a background/Service Record that is free of negative action inconsistent with the Coast Guard's Core Values. Commands should scrupulously review all requests for CGIS duty for this member may be called to act as the CG's representative in the Court Room. Creditability is of the utmost importance when cases go to prosecution.***

2. **ALL** Special Agents are required to have a favorable Single Scope Background Investigation (SSBI) and maintain eligibility for a Top Secret Security Clearance throughout their CGIS Assignment. For those who cannot obtain or lose eligibility, they will be immediately returned to rate for reassignment. For more information on security clearances, speak to your Command Security Officer (CSO).

3. This process is not open to Reservists.

Timeline

- **31 Mar 08:** CGIS Application deadline.
- **9-11 Apr 08 :** CGIS Board Convenes
- **NLT9 May 08:** Stage 1: ALCGENL Released Announcing Board Results. **
- **NLT 1 Aug 08:** Stage 2: ALCGENL Released Announcing Final Selectees.

**The Board screens all eligible applicants and determines who is “best qualified”. Only the top 25-35 “best qualified” members will be announced in the ALCGENL of 9 May 08, and will continue on in the screening process. The ALCGENL of 1 Aug 08 will announce only those who have been released from rate and will be entering the CGIS program.

AY09 Package Guidelines- Due 31 March 2008. Do not be late! Board Regulations dictate that late packages cannot be included in the process.

CGIS Packages shall be submitted in a six (6) part brick-red (red-brown) folder. Assemble as follows:

Label folder on upper portion of flap.

White backing, black letters. Last Name, First Name, M.I.

- **Tab 1:** Photos: 2 4x6 full length photos:
Tropical Blue Long (**Note 1**); Uncovered; One side, One front View.
- **Tab 2:** (1) Printed from Direct Access (Top), Member's Page showing Clearance and Tour Rotation date.
(2) Printed from Direct Access (Bottom), Employee Review Summary
- **Tab 3:** (1) CO Endorsement (Top) – **Note 2**
(2) Member's Memo w/transcript attachment (Bottom) – **Note 3**
- **Tab 4:** Career Resume (2 pages) Start with current unit, and work towards date of entry into Service. Assignment History should include unit, dates, rank, position/duties, education, and training. Please ensure home and work numbers are placed at the top of this Resume. If you have prior Service in the CG Reserves or other DoD component (Active or Reserve), please clearly state your status at each unit. Recommend using CG macros >Other Documents > Professional Resume.
- **Tab 5:** DHS Form 11000-9 Authorization to Review Credit Report. Please hand-write or type on the bottom of this form your Driver's License # and State, along with your current home address.
- **Tab 6:** SF-86 Questionnaire for National Security Positions covering the past 10 years. Previously completed E-Quip SF-86's less than three (03) months old can be submitted. Do not submit finger print cards. E-Quip may be used, however please do not initiate an E-Quip account for the sole purpose of this Board.

Note 1: Personnel assigned to PATFORSWA pictures can be taken in Desert BDUs.

Note 2: Command Endorsement: Endorsements are essential to the selection process and shall address each of these elements in bullet format:

- Statement the member meets the minimum qualifications noted above in addition to PERSMAN Arts. 4.E.2 and 4.E.9;
- Communication Skills both oral and written;
- Analytical ability and Judgment Skills;
- Ability to perform Independently;
- Performance and Professionalism;
- Maturity and Discretion.
- Member has a Gov't Travel Charge Card that is in good standing.

Note 3: Coast Guard Memorandum not to exceed one page.

"TO" line of memo should read: CGPC-epm-1.

- Specifically addresses why you are interested in Special Agent Duty;
- What actions, steps, or education you have taken in preparation for this duty;
- Any skills you can offer to the program (i.e. computer forensics, behavioral sciences, languages);
- Please state if you have served in an "Independent Duty" capacity, the role and the responsibility (i.e. XPO, EPO, YN2 on 180').
- If you've completed and PF Test please provide the results and date of test.

- Attach to your Memo your “traditional” college transcripts and if needed request the waiver in the memo for the specific number of missing credits.

Packages shall be sent to and members will receive an email acknowledging receipt from:

CGPC (epm-1)
Attn: CGIS Board
4200 Wilson Blvd.
Suite 1100, Room 900
Arlington, VA 22203-1804
(202) 493-1247

A note about the competition

The selection process is very competitive and normally ten or less are assigned. In AY09, EPM is anticipating a large number of vacancies. Please be advised selections are made on a “best qualified” basis from ALL ratings. Competitive applicants are usually at the mid-career level (8-12 years) with demonstrated leadership roles, higher education accomplishments or are currently pursuing higher education goals, and diverse assignment experience.

In addition, during the Board and Interview processes we are looking for individuals who are/have/can:

- Work independently/self starter
- Computer forensic knowledge
- Behavioral Sciences knowledge
- Superior researching skills
- Capability of translating and applying policies and laws.
- Analytical Thinkers
- Can perform in high-stress situations.
- Must be physically fit. The recommended Boat Crew Standards Physical Fitness Test provides CGIS a baseline at whether you will be able to make it through FLETC physical fitness training.

Training

Criminal Investigator Training Program is a 21 week course required for all CGIS agents, which is held at the Federal Law Enforcement Training Center (FLETC) in Glynco, GA. The course is offered once a year usually commencing in June. This course can be completed before or after your arrival at your new unit, however if you elect to report to your new PDS prior to attending FLETC the reporting date shall not be more than two weeks prior to the CLCVN date of the course. No Short Term Training Requests are required. TQC will issue orders approx 30 days prior to CLCVN. CGIS selectees who fail to successfully complete the basic training at FLETC will be returned to rate and reassigned.

Pay and Allowances

Enlisted Special Agents receive Special Duty Assignment Pay and Civilian Clothing Allowance.

Shopping List and Assignments

Personnel are designated “Apprentice Special Agents” upon graduation from FLETC, and serve in a probationary status during their first year with CGIS. Apprentice Special Agents are generally assigned to one of the Regional Offices, and will normally not be assigned to a Resident Agent Office (RAO) unless the needs of the Service dictate. Consecutive tours in CGIS are normally granted; however, they are never guaranteed. Please be advised performance based removals may occur at any given time and will always be reflected by PDR entries.

CGIS selectees will be assigned based upon program needs and generally to areas where the program feels they can be mentored and be the most successful. Applicants may indicate their assignment preferences in the E-resume after the final message is released; however, if you are selected for this program there is no bargaining room for a geographical location.

Notice: CGIS is a complicated field and it is very important to establish yourself in this new community. Please be advised as a new agent you will normally be assigned to a new geographic region. You need to be prepared to move.

A note to Co-los: It is extremely difficult to co-locate personnel who enter this program. Orders to CGIS are based on Service needs and will not dictate your spouse’s orders. Your spouse **MUST** successfully compete for a vacant position on their own to be located near you.